

THE CO-OPERATIVE FEDERATION OF VICTORIA

RULES

23RD OCTOBER, 1978

THE CO-OPERATIVE FEDERATION OF VICTORIA

R U L E S

1. The name of the Federation shall be "The Co-operative Federation of Victoria".

2. In these rules unless inconsistent with the context or subject matter:

"State Association" means an "Association" registered under the Co-operation Act 1958 and any amendment thereof or any Association, Union, Company or Institute whether incorporated or unincorporated which has objects substantially the same as those of an "Association" registered under the said Act, as determined by the Council of the Federation.

"Special Resolution" means a resolution which is passed by a majority of not less than three quarters of such Delegates as may be present in person at any Annual Congress or any general meeting of which notice specifying the intention to propose the resolution has been duly given according to the rules.

3. The objects of the Federation shall be as follows: -

- (a) To encourage the application of co-operative principles and methods to economic and social needs by the formation and development of co-operative organisations and associations for distribution, manufacturing, marketing, housing, health insurance, credit and any other services or activities to which co-operative principles and methods may be applied.
- (b) To carry on, encourage and assist educational and advisory work relating to co-operative enterprises.
- (c) To further and protect the interests of co-operatives by action in making representations to responsible authorities.
- (d) To print, publish and circulate any newspapers or other publication in the interest of co-operative enterprises, practise and principles.
- (e) To render services designed to ensure efficiency and uniformity in the conduct of the business of its members.

4. The Federation shall have two types of membership:

- (a) Full members
- (b) Associate Members.

Full Members will have voting rights and eligibility to have representatives stand for election to the Council of the Federation in accordance with these rules.

Associate Members will have the right to attend and to speak at general meetings of the Federation but shall not have the right to vote or stand for election to the Council.

5. Co-operative Associations, Federations, Societies and Corporations shall be qualified to be full members of the Federation provided that -
 - (a) They support the following co-operative principles:
 1. Open membership
 2. Democratic control
 3. Co-operative distribution of surplus.
 - (b) They agree to pay the membership subscription to the Federation,
6. Co-operative Associations, Federations, Societies and Corporations which fulfil the provisions of 5 (a) above but do not wish to become a full member shall be qualified to be an associate member provided that they agree to pay the associate membership subscription to the Federation.
7. Any persons not under the age of eighteen years shall be qualified to be an associate member of the Federation provided he agrees to pay the associate member subscription to the Federation.
8. The members of the Federation shall be the Co-operative Associations, Federations, Societies and Corporations by which the Federation is formed and other such organisations admitted to membership in accordance with these Rules.
9. Application for membership shall be made in writing on the prescribed form and shall be accompanied by the appropriate subscription and entry dues.
10. Upon approval of the application by the Council the name of the applicant shall be entered in the list of members.
11. If any application for membership is not approved by the Council the whole of the monies lodged in respect thereof shall be returned to the applicant without interest within one month of the Council's decision.
12. If any application for membership is not approved by the Council the applicant may re-submit the application after three months or may apply to the Congress and if the application is approved by a simple majority of the Congress, the name of the applicant will be entered in the list of members.

13. Membership of the Federation shall cease: -
 - (a) Where the constituent body is dissolved.
 - (b) Where the member terminates membership by giving three months notice in writing of intention to do so.
 - (c) Where the member is expelled in accordance with these rules.
 - (d) Where any amount due by the member to the Federation remains unpaid for two years or more.
14. A member may be expelled by a resolution of the Congress passed by a majority of three-quarters of the representatives eligible to vote as may be present if -
 - (a) The member has failed to discharge obligations to the Federation whether prescribed by these rules or arising out of any contract, or -
 - (b) Has been guilty of conduct detrimental to the Federation.
15. Any resolution for expulsion shall state the ground upon which the member is expelled provided that before a resolution is passed the member concerned shall: -
 - (a) Be given notice in writing that it is intended to propose the resolution for expulsion specifying the reasons for the resolution.
 - (b) In the same or subsequent notice be informed of the date (which is no earlier than fourteen days after the date of the notice) time, and place of the meeting at which the resolution is to be proposed.
 - (c) Shall be given an opportunity of being heard at such meeting.
16. No expelled member shall be re-admitted except by a resolution of three-quarters of the Congress, notice having been given of the proposed resolution.
17.
 - (a) The Council shall fix the Annual subscription and Entry Dues, for Full Members and Associate Members.
 - (b) The Council shall have the right to set up "Special Funds" for purposes determined by Council from time to time and to fix minimum contributions to such funds.
 - (c) Such subscriptions and/or contributions shall be payable in advance and shall not be refunded in whole or in part except by the decision of the Council.
18. Each member other than those defined in Rule 7 shall in writing nominate to the Federation one person to be their delegate at all meetings of the Federation and may from time to time alter its delegate by notice in writing to the Federation. It shall be sufficient if such notice is produced at the meeting at which the substitute delegate attends.

19. No delegate shall represent more than one member at the same time.
20. The Annual Congress of the Federation shall be held within six months of the end of the financial year.
21. The Annual Congress of the Federation shall be constituted by:-
 - (a) Representatives of affiliated societies of a member Association or Federation.
 - (b) Representatives of any member society or corporation.
 - (c) Members as defined in Rule 7.
22. The business of the Annual Congress shall include:-
 - (a) Confirmation of the minutes of the preceding congress and any special meetings.
 - (b) Reception of reports and audited balance sheets from the Officers of the Federation.
 - (c) Approving Industries eligible to nominate a Councillor.
 - (d) Fixing the remuneration of the Councillors.
 - (e) Election and fixing the remuneration of the Auditor for the ensuing year.
 - (f) Discussion of any item of which due notice has been given on the notice of the meeting - such items to be submitted in writing to the Secretary at least five weeks prior to the date of the Congress.
23. Notice of the Annual Congress setting out the business to be conducted will be given to all members of the Federation at least twenty one days before the date of the Congress.
24. A quorum of a Congress shall consist of twenty persons eligible to attend, including at least 5 delegates.
25. Each delegate shall have one vote.
26. The Council shall so often as it deems necessary convene meetings or conferences of members or of others but no decisions of these meetings or conferences shall bind the Federation unless the meeting is called in the manner of the Annual Congress.

27. The Federation shall be controlled by a Council with a minimum of 10 members. The Council shall consist of Councillors each of whom is either:
- (a) Nominated by an Approved Industry within the co-operative movement. The Industries eligible to nominate a Councillor will be approved at each Annual Congress and be effective for the following financial year.
Where there is an appropriate constituent State Association representing an approved Industry, that State Association shall nominate the Councillor.
When there is no State Association or the State Association is not a Full Member, the Members representing the approved Industry shall elect the Councillor or
 - (b) Nominated by Full Members whose contribution to a "Special Fund" exceeds an amount set by Council from time to time or
 - (c) Nominated by the Co-operative Advisory Council of Victoria from its members
28. A retiring Councillor shall be eligible for re-appointment or re-election.
29. Each Councillor shall have one vote. But where an organisation is eligible to nominate two Councillors but elect to nominate only ONE Councillor, such Councillor shall have two votes.
30. The office of Councillor shall be vacated if he: -
- (a) Submits his resignation in writing to the Council, or
 - (b) Absents himself from three consecutive Council meetings without its leave.
31. By the 1st. March each year the Secretary will call for nominations of Councillors for the next financial year from the various industries approved at the previous Annual Congress and from members who qualify under rule 27(b).
Providing always that where applicable a retiring Councillor shall be deemed to be a candidate for office, unless the Federation is advised otherwise.
32. Any casual vacancy on the Council of an appointed Councillor may be filled by the body appointing him and if of an elected Councillor may be filled by the Council and the person so chosen shall be subject to retirement at the same time as if he had become a Councillor on the day on which the Councillor in whose place he is appointed was last elected.

33. The Council shall appoint: -

- (a) A Councillor as Chairman, who shall be Chairman of the Council and all general meetings of the Federation.
- (b) A Councillor or other person as Secretary who will perform the duties allotted to him by the Council.
- (c) Officers as it seems fit.

34. The quorum of any meeting of the Council shall be one more than half of the total number of Councillors.

35. The Council shall have the power to appoint committees of members and/or other persons to liaise with church bodies, industrial unions and other community bodies or to carry out such functions as the Council may determine from time to time.

36. The Council may delegate any of its powers to sub-committees, the membership of which shall be at least two-thirds Council members.

37. The Council shall cause to be opened one or more banking accounts in the name of the Federation into which all monies received shall be paid as soon as possible.

38. All cheques drawn on such accounts and all drafts, bills of exchange, promissory notes and other negotiable instruments for and on behalf of the Federation shall be signed and countersigned as determined by the Council.

39. One or more auditors shall be appointed at each Annual Congress to hold office until the next Annual Congress.

40. If the appointment of auditor is not made at the Annual Congress the Council shall appoint an auditor for the current year.

41. An officer or employee of the Federation shall not be capable of being appointed auditor.

42. A person other than the retiring auditor shall not be capable of being appointed auditor at the Annual Congress unless notice of intention to nominate that person has been given in accordance with these Rules.

43. The Council may fill any casual vacancy in the office of auditor but while any such vacancy continues the surviving or continuing auditor or auditors if any may act.

44. The remuneration of the auditor shall be fixed by the Annual Congress except that the remuneration of any auditors appointed by the Council may be fixed by the Council.
45. The Congress or a Special General Meeting may charter a branch of the Federation in any country zone of Victoria.
46. The Council may join and/or make contributions to any organisation or body corporate or unincorporate which includes amongst its objects the rendering of services to the Federation or its members or the operations of which are calculated to promote the economic interest of the Federation or its members.
47. The rules of the Federation may only be altered by special resolution.
48. The financial year of the Federation shall end on the 30th June in each year.
49. In the event of the Federation being wound up the accumulated funds shall not be distributed amongst members but shall be given to a body with objects like those of the Federation.
